

TPUNORVAINST 1601.3G

Date: _____

From: _____

To: Commanding Officer, Transient Personnel Unit, Norfolk

Subj: REQUEST FOR TRANSIENT JOB ACCOUNT

Ref: (a) TPUNORVAINST 1601.3F

1. To establish a transient Job Account, the following information must be provided:

Organization: _____ Program Manager/ISIC: _____

Job Description (Include any transient restrictions): _____

Number of personnel requested: _____; Max _____; Min _____

Functions to be performed: _____

Transient Restrictions, if any (e.g. "prolonged standing required") _____

Mustering POC (E-7) or above, or civilian equivalent: _____

E-mail Address: _____ Phone Number: _____ Fax Number: _____

Command Location (Base): _____ Building Number: _____

Directions to work site from TPU: _____

I understand the requirements for transient accountability and limitations on work to be performed. Having read and understand all Job Account rules, per reference (a), I submit this request.

CO/XO/OIC Signature

Enclosure (3)

INSTALLATION COMMANDER'S USE

Date: _____

Account: APPROVED/DISAPPROVED

Reason for disapproval: _____

Priority relative to other accounts open on this installation:

Installation Commander's Signature

TPU USE

Date: _____

Account: FILLED/NOT FILLED

If not filled, reason: _____

Commanding Officer Signature